

**Client Consent for CAREWare Data Sharing
And Notice of Data Collection**



CAREWare is a data management program used by most HIV/AIDS service providers in Louisiana. The purpose of CAREWare is to improve services by helping providers collect and report client information as required by federal and state funding agencies. All providers in the Louisiana CAREWare Access Network (LaCAN) are required to collect certain personal information that is entered and saved in CAREWare.

CAREWare records are maintained in a secure database by the State of Louisiana. CAREWare has many security measures to protect client data. Provider staff must be given permission by the State of Louisiana to access client information. Information you give is protected & only available to approved staff.

The CAREWare database program allows for certain clinical and service information to be shared among providers involved with your care. This includes but is not limited to: medical visits, lab results, medications prescribed, ADAP services, emergency financial assistance, nutritional supplements, case management, transportation, substance abuse services, and mental health counseling (but not any substance abuse or mental health counseling notes). **The only providers who can see your information are those from which you receive services and have permission from LaCAN to access client data.**

When you enroll at a new provider and agree to share your CAREWare information, they will have access to your existing information and will be able to provide you with better-coordinated care. You do not have to share your CAREWare information to receive services at these providers, **but there are several benefits to sharing your information.** The biggest benefit to you is that you won't have to spend time repeating information to them and going over the services you receive at other providers. By sharing your information, your providers will have more time to spend providing you services instead of asking you questions. Providers you go to will also be better able to work with you to make better informed decisions regarding your care.

Your providers will be able to answer any questions you have about this notice. Your provider will also give you a copy of this notice for your records after it is signed.

Please read below and indicate your preference:

I understand that personal information, including but not limited to my HIV status and services I receive while a client, are recorded in a protected database called CAREWare. I also understand that I have the choice to share or not electronically share my services & clinical information between the providers that serve me.

My signature below indicates that the above information has been explained to me and that I have shown my choice to share or not share my information by checking the appropriate circle. It has also been explained to me and I understand that I may revoke this authorization at any time.

I agree to have my information: ☐ **SHARED** ☐ **NOT SHARED**

Printed client name

Client signature

Date

Parent/Guardian signature (for minors)

Date

Provider representative signature

Agency Name

Date



More Information About CAREWare and LaCAN

What is LaCAN? The *Louisiana CAREWare Access Network* (LaCAN) is a group of HIV/AIDS services funders in Louisiana that are working together to improve the ability of service providers to collect client information and coordinate client care. The creation of LaCAN was funded through a grant from the U.S. Department of Health and Human Services in 2010. Through LaCAN, service providers are electronically connected through CAREWare and are, with client consent, able to share information on clients they have in common.

What does CAREWare do? CAREWare collects client data, service details, and provider and staff information to improve the quality of care and services clients need. It is also used to complete the services reports required by various funding agencies and for providers to be reimbursed for client services.

Is my information safe in CAREWare? Yes. CAREWare records are maintained in a secure database by the State of Louisiana. CAREWare has many security measures to protect client data. These include encryption, a physically & electronically secure server, and enforcement of strict policies on who has access to CAREWare. Provider staff must be given permission by the State of Louisiana to access client information. This helps to make sure information you give is protected & only available to approved staff.

Who do you report this information to? All AIDS services organizations are required to provide reports about services to their funders. Depending on which provider you go to, these funders may include:

- U.S. Department of Health and Human Services (HRSA)
- U.S. Department of Housing & Urban Development Housing Opportunities for Persons with AIDS (HOPWA) Program
- State of Louisiana Office of Public Health STD/HIV Program (SHP)
- City of New Orleans Office of Health Policy & AIDS Funding
- City of Baton Rouge Division of Human Development & Services
- Children's Hospital, FACES Program
- U.S. Centers for Disease Control

Do I have to share my services and clinical information? You do not have to share this information. However, you will miss out on the benefits of sharing. The biggest benefit to you in sharing this information with your other providers is that you will need to spend more time repeating information to them and going over the services you receive at other providers. By sharing your information, your providers will have more time to spend providing you services instead of having you do paperwork. Providers you go to will also be better able to work with you to make better informed decisions regarding your care.

Does this mean everyone can see my private information? No. Only providers you receive services from can see your general information like name, date of birth, and address in CAREWare. Information on services you receive and clinical data can only be seen *with your consent* by providers that serve you. If you choose to not share your services and clinical information, then only the agency providing them and their funder will see them. Providers you do not receive services from will *never* have access to your information.

What if I change my mind after sharing my information? Tell your provider that you have changed your mind. They will provide you with a form to sign and your services and clinical information will no longer be shared in CAREWare with other providers.